



1. GET TO KNOW THE PROGRAM:

The statewide access management team has invested a lot of effort into making a significant amount applicant education and program-related materials available online. Take advantage of this information by reading the online content available here: www.udot.utah.gov/go/AccessManagement. It is also a good idea to familiarize yourself with the governing administrative rule Utah Administrative Code R930-6. A link to this administrative rule is available at the website listed above.

2. GET TO KNOW THE PEOPLE:

Develop strong working relationships with UDOT's Access Management Professionals. Our statewide access management team members are very knowledgeable about the access management program. They understand the Department's Vision and Strategic Goals. They are focused on performance measures. They have also developed a solid understanding of the market principles that serve as the basis of motivation for many applicants. In short, these are hand-selected professionals. They are good people and building effective working relationships with them is highly-encouraged.

3. THINK IN TERMS OF BALANCE, COLLABORATION, AND PARTNERSHIP:

Similar to the best practice noted above, it is always helpful to go into the application process with a collaborative mindset that is focused on building strong partnerships. Taking this approach, and maintaining a flexible perspective, is always a benefit to all involved stakeholders.

4. BEGIN EARLY, SCHEDULE THE PRE-APPLICATION MEETING:

Many books, and even many more distinguished quotes, are attributed to the merits of beginning goal-oriented objectives as early as possible. The same is true for this application process. Simply put, the more lead time the better, so start the process as early as possible and with as much lead time as possible.

5. MAXIMIZE LEARNING DURING THE PRE-APPLICATION MEETING:

Make sure you have a clear understanding of all the application requirements when you complete the required pre-application meeting. This meeting is specifically designed to provide rapid applicant education to interested parties. It is a forum where information can be exchanged, questions can be answered, and ideas can be explored. In effect, this is the starting point for the application process. It is critically important for the applicant to take very thorough notes during this meeting and to leave the meeting with a clear understanding of all the application requirements.

6. UNDERSTAND THE NECESSARY RESOURCE COMMITMENTS:

Be prepared for and understand, a successful application requires a serious time and resource commitment on the part of the applicant. The Conditional Access Permit process may be more accurately described as a comprehensive planning project rather than as a mere permitting process, which most people view as a simple over-the-counter transaction (for example, dog licensing, drivers licensing, hunting licenses, fishing licenses, etc). The Conditional Access Permit application process is much more involved than most typical permitting processes, because many times it results in semi-permanent or permanent roadway infrastructure changes. These changes externalize impacts onto the traveling public (including vehicles, pedestrians, bikes, and other integrated modes of transportation). The Conditional Access Permit application also has a varying number of environmental impacts. For example, highway safety, number of vehicle conflict points, commuter delay rates, intersection-related levels of service, site drainage, etc., can all be affected by a new or modified access point. In addition, a successful application also requires a collaborative partnership and tremendous coordination efforts between a number of multidisciplinary teams (including, but not limited to, permitting professionals, engineering firms, specialized consultants, appraisers, local agencies, legal oversight, and the list goes on). For these reasons, it is important for the applicant to understand a Conditional Access Permit is not an over-the-counter permitting process.

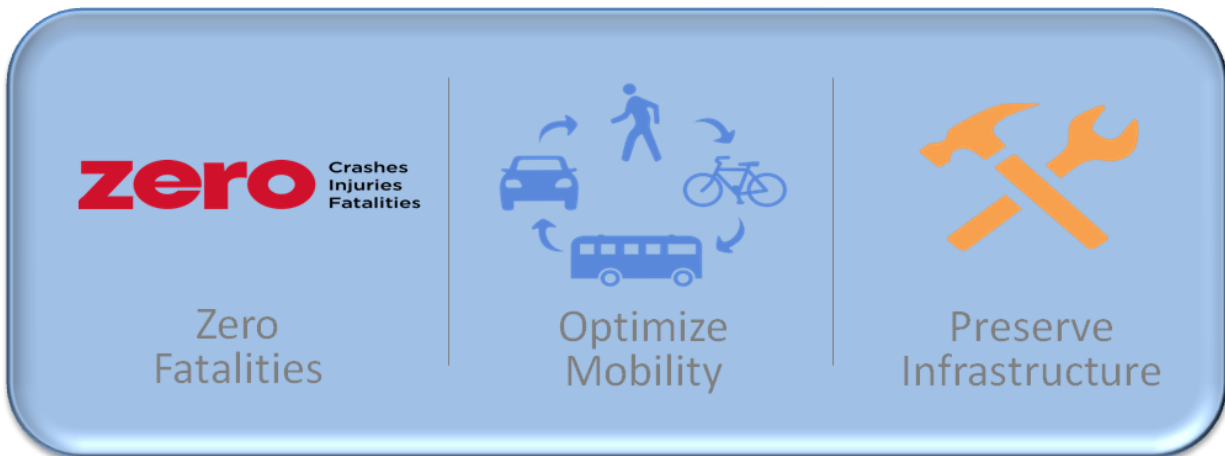


7. SEEK TO REDUCE APPLICATION RESUBMIT RATES:

Ensure all application components are professionally constructed the first time (seek to reduce any need to resubmit documents). Based on experience, the number one impediment to rapid application processing is when sloppy or incomplete application components are submitted. Resubmission rates account for the lengthiest application review and processing delays. They create unnecessary rework for staff that are in many cases already working at capacity. The fewer number of resubmits the faster an application can speed through the review channels, so please apply best efforts to reduce and eliminate these productivity killers wherever and whenever possible.

8. BECOME FAMILIAR WITH UDOT'S STRATEGIC GOALS:

[UDOT's Roadmap](#) (strategic goals) are well understood throughout the agency. In many cases, these goals can help steer and influence decision making processes. For this reason, there is a benefit to ensuring applicants are aware of these underlying and driving organizational principles.



9. BE MINDFUL THAT PROVIDING ACCESS IS A SECONDARY HIGHWAY PRIORITY

Utah Code Section 72-4-102.5(2)(c) states: **“The primary function of state highways is to provide for the safe and efficient movement of traffic, while providing access to property is a secondary function.”** The Department is currently processing over 200 Conditional Access Permits per year. The majority of these permits do find a path to approval, however permit denials are a reality within any functional permitting program. In most cases Conditional Access Permits are denied where reasonable alternative access already exists, the applicant cannot demonstrate conformity with the governing administrative rule provisions, or where providing access may result in creating unacceptable safety risks or highway capacity restrictions (note strategic goals above). With this in mind, again, it is helpful to familiarize yourself with governing administrative rule (see number one on page one).